

**BY ORDER OF THE COMMANDER
35TH FIGHTER WING**

**35TH FIGHTER WING INSTRUCTION
36-2203**



25 JULY 2011

PERSONNEL

**35TH FIGHTER WING RETREAT
CEREMONIES, READINESS RUNS, AND
RECURRING EVENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-22, Military Training, and defines the procedures for retreat ceremonies. It implements the responsibilities, procedures and uniform requirements for all Misawa Air Base retreat ceremonies and readiness runs, held May through October, and the annual recurring events. It applies to all participating units/squadrons assigned to the 35th Fighter Wing and associate units as defined by the 35th Fighter Wing Commander. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/rds_series.cfm. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This instruction was updated to reflect minor changes to the procedures for retreat ceremonies and readiness runs. Biennial responsibility charts were also updated. Information regarding recurring 35 FW events was added.

1. RETREAT CEREMONIES.

1.1. Instructions.

1.1.1. Participating units/squadrons (large units/squadrons with more than 60 personnel assigned) will select at least 33 military personnel (1 officer and 32 enlisted) who will form an honor flight and flag security detail to hold a formal retreat ceremony, weather permitting.

1.1.1.1. Participating units/squadrons will coordinate with the Base Honor Guard for flag security detail training. Base Honor guard can be reached at misawa.honorguard@misawa.af.mil.

1.1.1.2. In the case of inclement weather, the unit/squadron tasked will determine if the retreat will take place.

1.1.1.3. If desired, units/squadrons may have more than one honor flight.

1.1.1.4. The formation may form as a single element of 32 members, 4 (wide) X 8 (deep) or be divided as two 16-member elements, facing and centered on the flagstuffs with the senior member centered in front of the flight.

1.1.1.5. Units or squadrons with less than 60 assigned personnel will select at least 17 military members (1 officer and 16 enlisted). These small units/squadrons may form a single element of 16 members 4 X 4, facing and centered on the flagstuffs.

1.1.2. The flag security detail and honor flight will be posted in position at the flagstaff for the retreat ceremony in front of building 507, Wing Headquarters at 1620. The protocol procedures are found at paragraph 1.2. Utility uniform or equivalent is required unless otherwise directed or approved by the Command Chief.

1.1.3. Three times each year, base-wide formal retreat ceremonies will be held to present proper military respect for Memorial Day, Patriot Day (11 September Memorial) and POW-MIA Day. Each military service will be equitably represented at the ceremony. Unit taskings and other specific requirements will be forwarded from the assigned project officer one month prior to the ceremony.

1.1.3.1. For the Memorial Day ceremony each group, to include 373 ISRG and NAF, will provide a 24-person flight. OPR for the ceremony is listed in Attachment 3.

1.1.3.2. CES, SFS, and MDG are the OPR for Patriot Day each year.

1.1.3.3. The Air Force Sergeants Association (AFSA) is the OPR for POW-MIA Day each year, with representation from across the installation.

1.1.4. A schedule of tasked units/squadrons is published in this instruction and will be updated biennially. If a conflict in the schedule should occur, please contact the 35th Fighter Wing Command Chief Master Sergeant via e-mail, 35fw.ccc@misawa.af.mil, immediately.

1.1.5. Other units and groups who wish to take part in the retreat ceremony should contact the 35th Fighter Wing Command Chief Master Sergeant at 226-3509.

1.2. Procedures for Retreat Ceremonies.

1.2.1. No later than 1620, the flag security detail and the honor flight will be formed and dressed, positioning themselves facing the flagstaff.

1.2.2. As soon as the honor flight is positioned, the honor flight commander commands “Flight ATTENTION,” then “Parade REST.” The commander then faces the flagstaff, assumes the position of parade rest and waits for Retreat to be played.

1.2.3. At the sound of Retreat over the base public address system, the two junior members of the flag security detail arrange the halyards of the flagstaff for the proper lowering of the flag.

1.2.4. After playing of Retreat, the Command Post will create a momentary delay before the national anthems begin. (NOTE: Command Post must coordinate with Command Chief’s office to confirm retreat ceremony.) During this delay the flight commander comes to attention, does an about face and commands, “Flight ATTENTION” followed by “Present ARMS.” As soon as the troop executes present arms, the flight commander executes an about face and faces the flagstaff and assumes present arms. The two senior members of the flag security detail execute present arms upon the command of the flight commander.

1.2.5. As the Japanese and American national anthems are played, the junior members of the flag security detail lower the flag slowly. The flags should reach the bottom of the flagstaff at the same time the music stops.

1.2.6. The flight commander executes “Order ARMS” when the last note of the music is played and the flag has been securely grasped by the flag security detail. The flight commander then executes an about face and gives the honor flight “Order ARMS,” and again, does an about face facing the flagstaffs.

1.2.7. The flag security detail folds the flag. The senior members of the detail remain at attention while the flags are folded unless needed to control the flag.

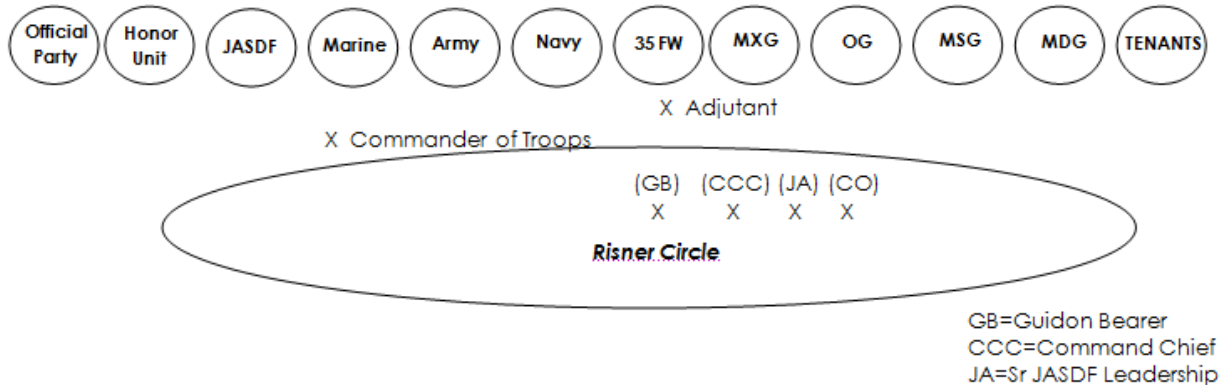
1.2.8. When the flags are folded, the flag security detail, with the most senior member on the right and the flag bearer in the center, marches to a position three paces from the flight commander. The senior member salutes and reports: “Sir/Ma’am, the flags are secured.” The flight commander returns the salute and the flag security detail marches into building 507. The flight commander then dismisses the honor flight.

2. PROCEDURES FOR READINESS RUN.

2.1. Procedures.

2.1.1. The base-wide run will be conducted on the first Friday of every month, weather permitting. The 35th Fighter Wing, Command Chief Master Sergeant assigns units, who will identify a project officer, to organize and lead each run (Attachment 4).

2.1.2. The run formation will assemble at Risner Circle in front of the 35th Fighter Wing Headquarters complex at 0620. Representative units will have all personnel in designated uniform and in position specified by the installation commander, as shown in Figure 2.1. The unit organizing the run is designated as the honor unit and will lead the run.

Figure 2.1. Order Specified by Installation Commander**2.1.3. Inclement Weather:**

2.1.3.1. A weather decision will be made by the installation commander by 1500 the day before the activity. In the event of inclement weather, the run will be rescheduled at the discretion of the installation commander.

2.1.4. Participant Units:

2.1.4.1. Units will form up in a standard rank and file formation no more than six ranks deep. Formations will, at a minimum, consist of the following key personnel: A senior noncommissioned officer (to the rear and centered on the formation); a commander or officer representing the unit commander (three paces forward and centered on the formation); and, a guidon bearer (one step to the rear and left of the commander). Commanders will lead their respective units.

2.1.5. Conduct of Ceremony:

2.1.5.1. The ceremony will emphasize safety, teamwork, fitness and combat readiness for the military personnel stationed at Misawa Air Base.

2.1.5.2. The formation will also mark any other themes designated by the installation commander.

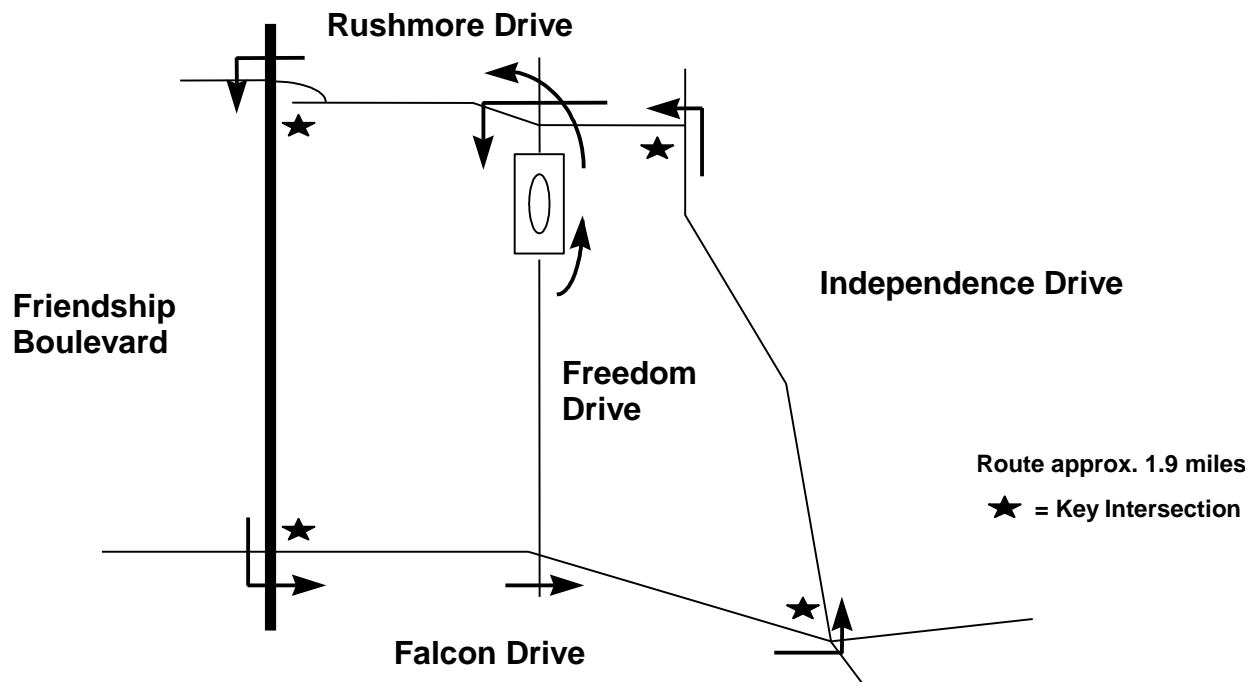
2.1.6. Uniform:

2.1.6.1. Units or tenant activities possessing a physical fitness uniform will wear the appropriate uniform. Unit or tenant activities not possessing a physical fitness uniform will seek uniformity. Attire must be conservative to support good order and discipline of the United States military.

2.1.6.2. Personnel are not authorized to wear hats, excessive jewelry, cut offs, tank tops or bandannas. The wear of sunglasses will be authorized in cases of excessive sunshine or when member has a documented medical condition.

2.1.7. Run Route:

2.1.7.1. The route of the run is depicted in Figure 2.2. In the event of road construction or other unforeseen hazard, an alternate route will be selected and approved by the installation commander no later than one week prior to the scheduled activity.

Figure 2.2. Run Route

2.2. Responsibilities

2.2.1. The installation commander will lead the formation. The honor unit's group commander will serve as Commander of Troops. The commander's party will consist of visiting dignitaries or commanders from other U.S. and Japanese units, the 35th Fighter Wing, Vice Commander, the 35th Fighter Wing, Command Chief Master Sergeant and the 35th Fighter Wing guidon bearer.

2.2.2. The assigned unit (Attachment 4) will be responsible for coordinating the preparation and set-up for each readiness run. While the installation commander may direct modifications to the following procedures, the assigned unit, at a minimum, will provide the following:

2.2.2.1. A project coordinator to serve as the point of contact.

2.2.2.1.1. The project coordinator will orchestrate the planning and execution of the run to include holding recurring meetings with key personnel. The project coordinator will select a junior officer from the coordinating unit to serve as the adjutant for the activity.

2.2.2.1.2. The Command Chief will select the wing flag bearer for each readiness run.

2.2.2.1.3. The project coordinator is responsible for coordinating with JASDF US Relations Section prior to each run.

2.2.2.2. A noncommissioned officer to serve as team leader.

2.2.2.2.1. The team leader will be responsible for route check-point and route oversight personnel.

2.2.2.3. Four personnel to provide route oversight of the activity while in progress and one support person to coordinate the activity. These personnel will run on the flanks of the formation and monitor for accidents and injuries while observing for traffic and hazards.

2.2.2.3.1. The oversight personnel will use the normal “911” channels for ambulance response. Individual will communicate the “911” call for ambulance request via brick or cell phone. Upon receipt of the call, the Emergency Room will immediately dispatch a crew from the hospital.

2.2.2.4. Nine personnel to man intersections or route check-points with reflective vests to stop traffic and protect personnel participating in the run. These personnel will render military courtesies at the approach of the command party.

2.2.2.5. Additional personnel as needed to assist in the set-up of the formation area, secure the route of the run and the area following the activity.

2.2.2.6. Flag security detail to conduct posting of the American and Japanese colors for the activity.

2.2.2.7. Coordination with the 35th Security Forces Squadron to mitigate potential problems for the route of the run, provide alternate routes of travel for the conduct of normal base activities where possible, provide the appropriate equipment needed to secure hazardous intersections and provide two vehicles to lead and follow up behind the formation while in movement.

2.2.2.8. Coordination with the 35th Communications Squadron to provide Land Mobile Radios (LMR) for oversight personnel and a public address position for the activity; arrange for the delivery of communication gear and the public address system on the day of the activity; development of music for the marching portion of the activity and coordinate pick-up of items and equipment once activity is complete.

2.2.2.9. Coordination with 35th Force Support Squadron to provide one water point and trash receptacles for participants in the run.

2.2.2.10. Coordination with the 35th Civil Engineer Squadron to ensure power will be available on the morning of the activity.

2.2.2.11. Recommendations for opening remarks to the installation commander.

2.3. Formation Schedule.

2.3.1. The installation commander, command staff and base leadership will receive an operational briefing at the All Units meeting a minimum of one week prior to the scheduled event. Briefings are required a minimum of two weeks prior if a non-standard route or time is proposed. If All Units is canceled, an alternative time to brief key personnel will be coordinated.

2.3.1.1. The changes lockout date is 48 hours prior to the run.

2.3.2. For the first run of the year all project officers, adjutants, unit commanders, unit senior enlisted representative and command guidon bearers with guidon will receive a walk-through briefing from the coordinating unit POC and practice on the conduct of the activity at 0800 one week prior to the run. The project coordinator will make

arrangements with the 35th Security Forces Squadron to close Risner Circle during the conduct of the activity. Subsequent readiness runs will be briefed at All Units.

2.3.3. The Order of March will be in accordance with Department of Defense and Air Force guidance organizing formations with regard to the seniority of the services within the United States Armed Forces. However, the unit responsible for organizing the run will be selected to be the honor unit for the run (Attachment 3). This unit will take the position directly in front of the JASDF's formation and directly behind the Installation Commander's Party.

Figure 2.3. Honor Unit Formation (Example below reflects MXG as the Honor Unit.)



2.3.4. 72 hours prior to the run, all current run information will be passed to the installation commander.

2.3.5. One day prior to the run:

2.3.5.1. Water point designated and ready for set up by 1630. The water point will be set up at 0500 the following morning.

2.3.5.2. Coordinating unit reports to BDOC to sign out equipment (i.e. traffic cones) NET 24 hours prior to the event. All equipment must be returned immediately following the event.

2.3.6. Day of the run:

2.3.6.1. The coordinating unit begins set-up of area at 0425.

2.3.6.2. The project coordinator will ensure designated areas for unit formations are clearly marked off, support equipment is operating properly and issued to the appropriate personnel and safety personnel are at their designated positions at the appointed times.

2.3.6.2.1. The project coordinator will ensure the public address system is operational.

2.3.6.3. The 35th Security Forces Squadron will place road cones and close Risner Circle NLT 0520.

2.3.6.4. Route check point and route oversight personnel, in designated uniform, will form up in front of the 35th Fighter Wing Headquarters NLT 0535 under direction of the team leader.

2.3.6.4.1. Team leader will issue communications gear, assign call-signs and perform a radio check.

2.3.6.4.2. Route check and route oversight personnel will be in their respective positions NLT 0610.

2.3.6.5. Squadron and activity commanders, senior enlisted leadership, unit guidons and unit personnel will be in their designated positions NLT 0610.

2.3.6.6. The 35th Security Forces Squadron lead and trail vehicles will be in position, standing outside of their vehicles NLT 0610.

2.3.6.7. All participating support units and runners will be in place by 0620.

2.3.6.8. The coordinating unit will close all routes NLT 0620.

2.3.6.9. All units are formed and in "Parade REST" position NLT 0625.

2.3.6.10. The tasked unit flag security detail in place at flag pole 0628.

2.3.6.11. Adjutant in position and calls, "Misawa Air Base, two minutes."

2.3.6.12. Commander of Troops states "Bring units to ATTENTION and Present ARMS" at 0630.

2.3.6.13. Adjutant calls, "Misawa Air Base, ATTENTION" <pause> "Present ARMS".

2.3.6.14. Commander of Troops does an about face, salutes the Commanding officer and states, "Sir, the Command is formed."

2.3.6.15. Commander returns salute, then directs, "Sound Reveille." Commander does an about face. Reveille is played as the tasked unit flag security detail briskly raises the American and Japanese flags. The Japanese and American National Anthem music follows.

2.3.6.16. Commander and Vice Commander does an about face. Vice Commander states, "Bring the Units to Order ARMS and Parade REST."

2.3.6.17. Adjutant calls, "Misawa Air Base, Order ARMS" <pause> "Parade REST." "Chaplain, please come forward and give inspirational thought."

2.3.6.18. Chaplain takes place for the inspirational thought.

2.3.6.19. Adjutant: "Thank you, Chaplain. Ladies and gentlemen, the 35th Fighter Wing Commander."

2.3.6.20. Commander makes opening remarks. Then directs, "Take charge of your troops and begin warm up." Units warm up in place.

2.3.6.21. Adjutant calls, "Two Minutes," approximately three minutes after Commander's opening remarks.

2.3.6.22. After one minute, adjutant calls, "Misawa Air Base, ATTENTION." The commander's party marches forward to the head of the formation and halts at the ready line.

2.3.6.23. When the commander's party stops, the adjutant calls, "Misawa Air Base, Right FACE."

2.3.6.23.1. The 35th Security Forces Squadron lead vehicle moves into position with lights on.

2.3.6.23.2. The senior enlisted person moves from the rear of the unit formation

to the left of the formation, facing with the formation.

2.3.6.23.3. Unit commanders move to the front and center of their formation with their guidon facing the same direction as the unit.

2.3.6.24. Adjutant calls, "Misawa Air Base, Forward MARCH," and the music begins.

2.3.6.24.1. Units at rear of formation will begin marching when able to proceed forward. When all units are marching at proper interval, adjutant calls, "Misawa Air Base, Double-Time MARCH!" Individual units will begin double time as early as practical.

2.3.6.25. When all units have passed, the 35th Security Forces Squadron trail vehicle takes up position with lights on.

2.3.6.26. At the designated location, Commander of Troops calls, "Quick-Time, MARCH." Commander, Command Chief and Guidon continue double time to Pass and Review location.

2.3.6.26.1. All other units to the rear of the commander's party will assume quick-time march in succession.

2.3.6.27. Units passing the installation commander will execute an "Eyes Right" six paces prior to and after passing the official party.

2.3.6.28. Installation commander will render the appropriate honors.

2.3.6.29. Commander of Troops assumes commander's position, leading the formation around Risner Circle in a counter clockwise direction, leading units back to their original location.

2.3.6.30. Units will return to their original location and halt.

2.3.6.30.1. Unit commanders will bring their units to "ATTENTION," execute a "Left Face" and put their units "At Ease."

2.3.6.30.2. The senior enlisted person moves from the front, center of the unit formation to the rear, center of the formation, facing with the formation.

2.3.6.30.3. Unit commanders move to the front and center of their formation with their guidon.

2.3.6.31. Three to five minutes after all units return to their original positions, the Commander of Troops will state, "Bring units to ATTENTION."

2.3.6.31.1. Adjutant calls, "Misawa Air Base, ATTENTION."

2.3.6.32. The installation commander moves to the podium and makes closing remarks.

2.3.6.33. Commander directs, "Commanders take charge of your units and dismiss them."

2.3.6.33.1. Commanders execute an about face and dismiss units.

2.3.6.34. Personnel previously identified will be responsible for area clean-up of Risner Circle.

2.4. Additional Guidance.

2.4.1. Primary parking location on the day of the activity will be in the BX/Commissary parking lot. Secondary parking will be BEQ/BOQ areas not assigned to residents. Additional areas include the Officer's Club parking lot and hospital parking lot.

2.4.1.1. VIP parking for O-6 and above will be located on the right side of building 507 facing Risner Circle.

2.4.1.2. Unauthorized personnel will not park in designated parking spaces.

2.4.1.3. Personnel who fall out of formation during the run will immediately move to the sidewalk and return to Risner Circle at their own pace. Once there, they will rejoin their units in an orderly fashion as soon as possible.

2.5. Point of Contact.

2.5.1. The 35th Fighter Wing Command Chief Master Sergeant is the point of contact for the project coordinators of each readiness run.

2.5.2. The US Relations Section (226-4476) is the point of contact for the Japan Air Self Defense Force, 3d Air Wing.

3. 0. RECURRING EVENTS.

3.1. Each year, Misawa AB holds multiple events with base-wide impact. These events have been scheduled throughout the year to minimize overlaps, maximize availability of target audiences, and limit weather impacts.

3.1.1. Some dates are subject to change based on higher headquarter assignments.

3.2. Attachment 5 lists each of the events and the OPRs/OCRs. For some, the OPR/OCR alternate each year.

3.3. When assigning project officers to these events, every effort should be made to allow the alternate project officer one year to become the primary project officer the next year. This ensures continuity of critical information.

3.4. The 35th Fighter Wing Director of Staff is the point of contact for all recurring events.

MICHAEL D. ROTHSTEIN, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-22, *Military Training*, 22 Mar 2004

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Attachment 2

MISAWA AIR BASE – RETREAT CEREMONY SCHEDULE

2011

2012

Date	Squadron/Unit
5 May	FSS
12 May	MXS
19 May (Police Week)	SFS
2 June	CS
9 June	OG
16 June	Top 3
23 June	AFSA
30 June	CPTS/FWSA
7 July	CONS/MSG Staff
14 July	Focus 5/6
21 July	NAF - Misawa
28 July	403 MI DET
4 August	373 SPTS
11 August	MDG
18 August	301 IS
25 August	First 4
1 September	MOS/MXG Staff
8 September	NONE
15 September	JTAGS
22 September	LRS
29 September	CGOC
6 October	AMXS
13 October (Fire Prevention Week)	CES
20 October	NIOC
27 October	MXS

Date	Squadron/Unit
3 May	OG
10 May	AMXS
17 May (Police Week)	SFS
31 May	LRS
7 June	MDG
14 June	MXS
21 June	NIOC
28 June	MOS/MXG Staff
5 July	AMXS
12 July	CS
19 July	First 4
26 July	CONS/MSG Staff
2 August	AFSA
9 August	403 MI DET
16 August	CPTS/FWSA
23 August	JTAGS
30 August	373 SPTS
6 September	Focus 5/6
13 September	NONE
20 September	CGOC
27 September	MXS
4 October	301 IS
11 October (Fire Prevention Week)	CES
18 October	NAF - Misawa
25 October	TOP 3

Attachment 3

MISAWA AIR BASE – SPECIAL CEREMONY SCHEDULE

2011

2012

<i>SPECIAL DAYS</i>	
Memorial Day Thursday, 26 May	Base Participation MSG - OPR
Patriot Day Friday, 9 Sep	CES/SFS/MDG
POW/MIA Recognition Friday, 16 Sep	AFSA

<i>SPECIAL DAYS</i>	
Memorial Day Thursday, 24 May	Base Participation OG - OPR
Patriot Day Tuesday, 11 Sep	CES/SFS/MDG
POW/MIA Recognition Friday, 21 Sep	AFSA

Attachment 4

MISAWA AIR BASE – READINESS RUN SCHEDULE

2011

Date	Squadron/Unit
6 May	MDG
3 June	MSOC
8 July	NAF
5 August	MXG
9 September	OG
7 October	MSG

2012

Date	Squadron/Unit
4 May	MXG
1 June	NAF
6 July	MSOC
3 August	OG
7 September	MSG
5 October	MDG

Attachment 5

MISAWA AIR BASE – RECURRING EVENTS

2011

Date	Event	OPR	OCR
Mar	Air Force Assistance Fund*	FWSA	MSOC
Apr	Japan Day	MDG	
May	Red Feather	MDG	
Jun	American Day*	FWSA	MSG
Jul	Operation CODE	MSG	
Aug	Special Olympics	MSG	
Sep	Air Force Ball	MXG	
Sep	Safety Day	FWSA	
Oct	Airfest	OG	
Oct	Combined Federal Campaign*	MSG	FWSA
Nov	Winter Awareness Briefs	FWSA	
Dec	Wingman Day	MDG	

2012

Date	Event	OPR	OCR
Mar	Air Force Assistance Fund*	MSOC	FWSA
Apr	Japan Day	MDG	
May	Red Feather	MDG	
Jun	American Day*	MSG	FWSA
Jul	Operation CODE	MSG	
Aug	Special Olympics	MSG	
Sep	Air Force Ball	MXG	
Oct	Airfest	OG	
Oct	Combined Federal Campaign*	FWSA	MSG
Nov	Winter Awareness Briefs	FWSA	
Dec	Wingman Day	MDG	

* OPR and OCR alternate each year.